

9 FAM PART IV Appendix I, Exhibit IV (continued)

INSTRUCTIONS

The Immigrant Visa Workload Report should be submitted monthly by each post authorized to issue immigrant visas, regardless of volume. This report is designed to provide essential information to the Department. The completed report form should be sent in single copy, addressed to the Visa Office (CA/VO/F/I), Department of State, Washington, D.C. 20522-0113. No covering communication is required.

VISAS ISSUED (Part I of Form)

Visas issued in the immediate relative, preference, and other immigrant categories should be reported on this form by visa classification symbol, and by the foreign state or dependent area of the applicant's birth, except when the applicant has been charged to the numerical limitation for some other foreign state or dependent area under the provisions of Section 202(b)(1), (2), (3) or (4). The appropriate country symbol should be entered at the head of each column reporting the visas issued to applicants for that foreign state or dependent area. Additional pages may be used, if needed. Posts which issue visas in immigrant classifications which are not listed on the form should enter the appropriate classification symbols on the blank lines provided in the classification column of the form.

Replaced/duplicate immigrant visas should not be listed in this manner since a new visa number is not being used; the total of replaced/duplicate visas should be included only in Part III on page two of the report.

Country chargeability symbols can be found in 22 CFR 42.11 Exhibits I and II.

The total of immigrant visas shown in the various columns should be entered in the appropriate total box at the bottom of that column. Totals for immediate relatives and other classes not subject to numerical limitation should be kept separate from the totals for preferences. Issuance totals in the various transition categories should be listed separately. The grand total of immigrant visas issued in Part III of the report form should include all categories of visas reported in Part I.

IMMIGRANT VISAS REFUSED (Part II of Form)

The total number of applicants refused should be listed in the appropriate space in Part II of the report, and a figure should be entered for each of the provisions of the Immigration and Nationality Act which served as the basis for refusal. Posts should enter the appropriate sub-section of Section 212 in boxes so designated. When an applicant is ineligible under more than one ground, each ground of ineligibility should be indicated. The total grounds of ineligibility can exceed the total number of applicants refused since one applicant may be refused under more than one ground.

The total of immigrant visas refused in Part III of the report should agree with the number of applicants refused a visa indicated in the box at the left of this section.

Section 221(g) should be shown as a ground of ineligibility only if the visa is refused under one of the sub-sections of 22 CFR 40.7(b)(1) and should not be used if the applicant is ineligible under Section 212 of the Immigration and Nationality Act.

VISAS ISSUED APPLICANTS PREVIOUSLY REFUSED

Report the number of immigrant visas issued to applicants whose application has previously been refused. This figure will include applicants who overcame the ground of refusal by presentation of additional documents or information, by approval of a waiver under Section 212(g), (h), and (i) of the Immigration and Nationality Act, or by other relief as provided by law. Each such applicant must also have been counted as a refusal on the same or a previous monthly report. Posts should enter the appropriate sub-section of Section 212 in boxes so designated.

IMMIGRANT VISA WORKLOAD (Part III of Form)

Report the total of all immigrant visas issued, visas refused, and replaced/duplicate visas.

The totals of all immigrant visa issuances (not including REPLACED or DUPLICATE visas) and visa refusals should agree with the totals in the VISAS ISSUED and VISAS REFUSED sections of this report (Parts I and II). Replaced/duplicate visas are reported only in the appropriate box in Part III of this form, and not in Part I.

9 FAM PART IV Appendix I, Exhibit IV (continued)

PART II: IMMIGRANT VISAS REFUSED								
Number of Applicants Refused Visa			GROUNDS OF INELIGIBILITY UNDER THE IMMIGRATION AND NATIONALITY ACT					
212(a)	212(a)	212(a)	212(a)	212(a)	212(a)	212(a)	212(e)	221(g)
Visas Issued Applicants Previously Refused			GROUNDS OF INELIGIBILITY OVERCOME					
212(a)	212(a)	212(a)	212(a)	212(a)	212(a)	212(a)	212(e)	221(g)
PART III: IMMIGRANT VISA WORKLOAD								
IMMIGRANT VISAS			ISSUED	REFUSED	REPLACED/DUPLICATE			
TYPED NAME AND SIGNATURE (<i>Consular Officer</i>)							DATE SUBMITTED	
REMARKS								

